



DEPARTMENT OF CORPORATIONS

JOB OPPORTUNITY

GRAY DAVIS, Governor

DEMETRIOS A. BOUTRIS, California Corporation Commissioner

MARIA CONTRERAS-SWEET, Agency Secretary

Release Date: January 16, 2003

****DUE TO THE CURRENT HIRING FREEZE, THIS JOB OPPORTUNITY IS ONLY AVAILABLE
TO DOC EMPLOYEES CURRENTLY IN THIS CLASSIFICATION, OR
EMPLOYEES WITH SURPLUS OR SROA STATUS****

CLASSIFICATION:

ACCOUNTANT TRAINEE

Will consider **ACCOUNTANT I (SPECIALIST)**

1 Position – Permanent/Full Time-Sacramento

FINAL FILING DATE:

UNTIL FILLED

SALARY:

\$2883 - \$3338 per month

POSITION LOCATION:

OMB, Accounting Office, 1515 K Street, Suite 200, Sacramento

DUTIES AND RESPONSIBILITIES – Under the general supervision of the Accounting Officer (Supervisor), this position is responsible for the Accounts Payable Contract Desk. The duties include: maintaining the department's accounts payable contract desk in accordance with established rules and regulations; auditing and scheduling vendor invoices for payment through the State Controller's Office; preparing and processing claim schedules, which includes the input of expenditures into CALSTARS; reconciling encumbrance documents with CALSTARS encumbrance document file; and requesting expedite payments through revolving fund.

DESIRABLE QUALIFICATIONS

- ◆ Strong and varied accounting experience.
- ◆ Ability to work independently with minimal supervision.
- ◆ Service oriented with strong interpersonal skills (able to work well with staff at all levels).
- ◆ Must provide courteous and reliable service.
- ◆ Good attendance record.
- ◆ Willingness to work overtime.
- ◆ Ability to shift priorities and meet deadlines.
- ◆ Good communication skills.
- ◆ Experience and knowledge of CALSTARS.

WHO MAY APPLY – DOC EMPLOYEES WHO ARE CURRENTLY AT THE ACCOUNTANT TRAINEE OR ACCOUNTANT I (SPECIALIST) LEVEL, THOSE WITHIN TRANSFER RANGE, OR INDIVIDUALS WITH LIST ELIGIBILITY WHO ARE REACHABLE (IN THE TOP THREE RANKS) AND EMPLOYEES WITH SURPLUS OR SROA STATUS IN THESE CLASSIFICATIONS, ARE ENCOURAGED TO APPLY. **APPOINTMENT IS SUBJECT TO SROA AND FREEZE EXEMPTION PROCEDURES.** For further technical information regarding the position, please contact Linda Tessmer at (916) 324-6271 or CALNET 8-454-6271. **PLEASE SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW.** (Please include your social security number for eligibility verification and indicate **RPA#02-OMB0007** under the job title).

SUBMIT APPLICATION AND RESUME TO:

Department of Corporations
Human Resources Office
Attention: Linda Tessmer (#02-OMB0007)
1515 K Street, Suite 200
Sacramento, CA 95814
(916) 324-6271 or CALNET 8-454-6271

RPA#02-OMB0007

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.